

Town of Rowe – FY2013
Board of Selectmen – Meeting Minutes
Friday, December 28, 2012 – 3:00pm

Call to Order: The meeting was called to order by Chairman Abbott at 3:06pm.

Present: Chairman Noel Abbott, Vice Chairman Paul McLatchy III, and Selectman Marilyn Wilson

Audience: Ann Foshay

Call to Ellen Miller to wish her a Happy Birthday.

Meeting Minutes: Selectman Wilson stated that it is really important to be current with the meeting minutes and that the minutes need to be at the top of the agenda. There was agreement among the BOS members that this protocol would be adhered to in the future. With this objective in mind, Ms. Wilson presented a draft of the minutes of the last meeting, Dec. 20, 2012, for review. The minutes of Dec. 20, 2012 were reviewed; Chair Abbott objected to the wording of one item and will wait until he can listen to the recording. The BOS members will review again individually and suggested changes will be brought to the next meeting.

The minutes of Nov. 27, 2012 were reviewed and approved as amended (3/0/0)

The minutes of Dec. 14, 2012 were reviewed and approved as amended. (3/0/0)

Dec. 18, 2012 Special Town Meeting: Selectman Wilson stated that the BOS **must** pay more attention to detail and must ensure that warrants for Town Meetings are correctly written and also are sent out according to the time-line specified in the Rowe By-Laws which is at least one week in advance for Special Town Meetings and at least fourteen days in advance for the Annual Town Meeting.

School Building Committee Update: Vice-Chairman Paul McLatchy III reported that the survey was sent out today. He also reported that the surveys are not numbered, contrary to what had been planned. All members of the Board of Selectmen expressed deep dismay that the agreed upon process had not been followed. Cindy Laffond and Paul McLatchy III met with Paul Mark to enquire about what financial assistance could be given to Rowe from the State.

Demolition Bid Specifications: Chair Abbott related his conversation with the insurance adjuster, Tom Donaldson. The bid specifications are being finalized now and the Request for Proposal (RFP) will go out early in Jan. Mr. Donaldson will present his estimated number for the Actual Cash Value of the school to the Massachusetts Interlocal Insurance Association (MIIA) Board of Directors which will meet in Feb.

Insurance Funds: Request for disbursement of \$250,000.00 for Owners Project Manager and Architect. It was decided to request this amount now and put it in the bank where it can earn interest until the Town Meeting votes on how the insurance money will be used.

Discussion Forum: The Board of Selectmen will host a town-wide discussion forum to enable all voices to be heard. Chair Abbott again advocated for a consultant to facilitate the forum. Vice-Chair McLatchy and Selectman Wilson disagreed. Selectman Wilson will be joined by two other people, yet to be chosen by the BOS, to conduct the forum. Date and time of the forum to be arranged.

FRCOG Contract for Procurement of Owners Project Manager RFS (Request for Services) The Board of Selectmen reviewed the contract. Chair Abbott and Vice-Chair McLatchy had reservations about certain details (Term of Agreement; specific details of what FRCOG will be doing) and will review the contract further before signing.

Old Business:

Magnago Letter: Chair Abbott will have the response on Weds. Jan. 2, 2013.

Police Chief Succession: We need to research state requirements and then begin the process soon.

Emergency Shelter: Felicity Pickett of the Rowe Camp has stated that their facility would be willing to be Rowe's emergency shelter until Rowe can find a permanent one. The Camp has a running, gravity-fed water supply; a Russian fireplace which provides heat and enables cooking; however, the Camp does not have a generator. Ms. Wilson will contact the Mass. Emergency Management Agency to ascertain what the State's requirements for a town's emergency shelter are.

Jan. 23, 2013 Special Town Meeting: Felicity Pickett has graciously agreed to host the Jan. 23, 2013 6:30pm Special Town Meeting at the Rowe Camp and Conference Center.

Comprehensive Emergency Management Plan: Vice-Chair McLatchy has not yet found this manual but will keep looking. If necessary, a print-out will be created and a hard copy will be kept in Town Hall in order to be in compliance with State regulations.

New Business:

Extraordinary Expenses: Selectman Wilson reviewed the extraordinary expenses which Rowe has had over at least the last decade for Municipal Audits, Computer Software and Equipment, and IT Support. She would like the Board's agreement to contact VertitechIT initially, if, as their representative stated on the phone, their assessment is free. Ms. Wilson has other names for IT support to contact. The point made by Ms. Wilson is that we must drive down these extraordinary expenses. Chair Abbott and Vice-Chair McLatchy agreed that we need to look into these expenses and would like time to review the letter from VertitechIT and continue this discussion next week.

Administrative Assistant for Ellen Miller: Janice Boudreau is being underutilized while Ms. Miller is overworking. The Board of Selectman is looking at ways to lessen Ms. Miller's heavy workload and to reduce the many interruptions to her working day.

Treasury and Payroll Warrants: Chair Abbott found that some items under the Rowe School Fire category have been billed to Rowe but are for Hawlemont or Mohawk. Ms. Wilson reports many errors on the time sheets. Chair Abbott will ensure that Ms. Boudreau reviews the school invoices first.

Tom Donaldson: Chair Abbott related his conversation with Tom Donaldson, the MIIA insurance adjuster, in which the latter suggested that the Rowe Board of Selectmen write a letter requesting a cash settlement number from MIIA. Chair Abbott said that we would not do anything until we received Mr. Donaldson's advice in a letter with details.

Letter to Department Heads Regarding Budget Process: Chair Abbott had changes, but it was agreed that the letter has already gone out and is satisfactory. Chair Abbott also suggested that the initial budget worksheets for the department heads have Year to Date expenditures automatically entered from the accountant's Budget vs. Actual Reports.

Speaker System: Ms. Wilson advocated for following Russell Jolly's suggestion and keeping the PA system which was ordered and has been delivered. The Board of Selectmen decided to keep it.

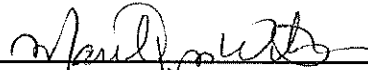
PR Consultant for Rowe: Chair Abbott would like to hire a Public Relations (PR) consultant to prepare statements for Rowe so that our image is more well-rounded. Chair Abbott states that we are in a challenging position and not all that is written in the newspaper is accurate nor is it favorable to Rowe and he would like to ask the town for funds to hire a PR consultant. Ms. Wilson believes that this idea would back fire in a very negative way on Rowe; Vice Chair McLatchy believes that a PR consultant is not needed.

FRCOG: Selectboard Essentials Workshop Series: Ms. Wilson will inform FRCOG that Noel Abbott and Paul McLatchy will also be attending the next workshop on Jan. 10, 2013.

Meeting was adjourned by unanimous vote at 6:36pm.

Respectfully submitted,

Marilyn Wilson,
Rowe Selectman



Marilyn Wilson, Chairman



Paul McLatchy III, Vice Chairman



Noel Abbott

Jan 2, 2013

Date Approved

Attachments:

- Agenda